FRESNO, CALIFORNIA
CLASS SPECIFICATION

SUPERVISING HUMAN RESOURCES ANALYST

FLSA STATUS:
Exempt

CLASS SUMMARY:

The Supervising Human Resources Analyst is the fifth level in a five level Human Resources series. Incumbents supervise, review, and coordinate activities performed by technical and professional positions in the series. In addition to supervising, incumbents perform complex and comprehensive activities related to Personnel functions.

Distinguishing characteristics within the class, depending upon specialized area of assignment are, responsibility for performing complex analytical activities related to benefits, class and compensation, employee relations, organizational development and training, recruitment and examination or risk management.

The Supervising Human Resources Analyst is distinguished from the Senior Human Resources Analyst by its first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	**FRE-QUENCY**
1. Supervises staff to including prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 10%
2. Supervises the daily operation in assigned and administrative support area, which includes; planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans, participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards.	Daily 35%
3. Provides advice and guidance to department management and other internal staff on matters in assigned area of responsibility; conducts related research and/or investigations and makes appropriate recommendations based on findings.	Daily 15%
4. Responds to inquiries and/or complaints from external agencies and/or the general public; conducts research and/or internal investigations in an effort to resolve issues; recommends solutions based on findings.	Daily 15%

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	**FRE-QUENCY**
5. Serves as a liaison with employees and external organizations; represents the City at a variety of meetings, public events, training sessions, on committees, and/or other related events in order to receive and convey information.	Weekly 10%
6. Supervises and participates in the collection, analysis, preparation, and reporting of relevant statistical information and data related to assigned area of responsibility.	Monthly 5%
7. Assists with budget preparation and administration in assigned area of responsibility; prepares cost estimates for budget recommendations; submits justifications for budget items.	Annually 5%
8. Develops and facilitates training sessions on applicable topics in assigned area of responsibility.	Occasion-ally 5%
9. Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):
- Bachelor's Degree in a related field and five years of related experience including two years of a project leader level or supervising experience are required;

OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):
Some positions, based on assignment, may require:
- Basic Class C license;
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desirable

Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices
- Principles, policies, practices and operations in assigned area of responsibility
- Departmental policies, procedures and principles
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Proper grammar, punctuation and spelling
- Mathematical concepts
- Research methods
- Customer service policies, principles and practices
- Statistical analysis, theories and concepts
- Conflict resolution and mediation principles
- Needs assessment
- Project management principles and practices
- Automated human resources information systems
- Computers and applicable software and database systems
- Analytical methods and techniques involved in administrative and management practices and procedures
- Data collection and analysis techniques

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work
- Training employees in proper work methods
- Using computers and applicable software applications
- Supervising program components
- Developing, implementing, and administering assigned personnel policies, procedures, and techniques
- Evaluating human resources procedures and techniques
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Ability to prepare and make effective oral presentations
- Providing customer service
- Compiling and analyzing data and information
- Managing multiple priorities simultaneously
- Interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Implementing strategic plans
- Work in a changing environment
- Maintaining confidentiality
- Administering human resource programs
- Researching and resolving conflict
- Analyzing, coordinating, and reviewing projects and reports
- Interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Preparing and performing mathematical calculations
- Analyzing a variety of statistical data and/or information and making recommendations based on findings
- Exercising judgment and discretion
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction

Physical Requirements:
Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, pulling and pushing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to life, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:
The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Draft prepared by Fox Lawson & Associates (LM)
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